

PURCHASE SECTION REPORT
For Week of 8 - 14 January 1953

1. <u>Requisitions</u>	<u>No.</u>		<u>Dollar Value</u>
Received during week	177		
Carried Over	252		
Total	429		
Pending bids, clearance	153	(Est)	\$27,338.00
Without Action	87	(Est)	36,801.00
Total	240	(Est)	\$64,139.00
Completed during week	189		
2. <u>Purchases</u>			
Purchase Orders Issued	268		\$145,696.25
3. <u>Backlog of Typing</u>			
Purchase Orders	65		
Invitations to Bid	5		
Correspondence	4		
Total	74		

Breakdown of Pending Business*

		<u>Dollar Value (Est)</u>
A. With Action: Pending bids, clearance etc.		
1. Held less than 30 days	146	\$26,613.00
2. Held more than 30 days	7	725.00
Total	153	\$27,338.00
B. Without Action:		
1. Held less than 30 days	87	\$36,801.00
2. Held more than 30 days	--	---
Total	87	\$36,801.00
C. Total Business Pending	240	\$64,139.00

*Details for each Purchasing Agent are in Purchase Section

Total Overtime: 26 Hours